

Appendix I

Consortium Monitoring Plan



Consolidated Housing and Community Development Plan

2010 – 2012

Consortium Monitoring Plan

The consortium provides more specific information about monitoring practices in the Consolidated Annual Performance and Evaluation Report (CAPER) available at http://www.kingcounty.gov/socialservices/Housing/PlansAndReports/HCD_Reports/CAPER.aspx

Level 1: Long-term Outcomes

This is the broadest level of monitoring. At this level King County and the consortium are assessing our impact on the long-term outcomes set by our Five Year Consolidated Plan. The assessment of long-term outcomes for each goal area will generally be conducted over a number of years, and will depend on the indicator chosen in the consolidated plan.

Level 2: Annual Program Measures

At this level King County and the consortium monitor annually program performance, such as the timely expenditure rate, whether the county is staying within the caps and spending the required percentage of CDBG funds on activities benefiting low to moderate-income households, and whether the county is meeting the annual short-term outputs and short-term outcomes in each goal area.

Level 3: Project Compliance Monitoring

- A. King County staff will work to ensure that the funded projects are in compliance with the regulations of the fund sources they receive. When monitoring human services contracts, staff will also be ensuring they follow the King County Community Services Division plan.
- B. Compliance Monitoring Elements will include:
 - Time schedule for each project
 - Cross-program and cross-funder plan for sharing monitoring responsibility
 - Applicable checklists and monitoring tool for projects in each program area as it relates to applicable fund source(s) – pre and post contract checklist to ensure that everything gets done in compliance with applicable guidelines/regulations
 - Inclusion of a fair housing monitoring tool
 - Program monitoring manual
 - Site visit letters/forms for both pre-monitoring preparation and post-monitoring follow-up.
- C. The county will work with the consortium cities, providing technical assistance to ensure that they are adequately monitoring themselves and their projects.